

## **Payroll Administrator/Bookkeeper**

Do you have an eye for detail? Do you get a sense of satisfaction when data is consistent and numbers balance? If you have an appetite to meet tight deadlines while maintaining a high standard for data integrity, read on to learn more about this full cycle accounting role.

Zaber is an innovative and steadily growing employee-owned company that designs, manufactures, and sells precision motion control equipment. As a member of the accounting team, you will contribute to good decision-making by ensuring our data is accurate and follows predetermined reporting conventions. Additionally, you will drive payroll forward by helping to maintain compliance as legislation changes occur. You will also, of course, ensure that our hourly employees get paid correctly and on time.

Our small but growing accounting team is responsible for everything from invoice entry and AP to year end closing procedures and filing taxes. We focus on enabling colleagues to extract their own data from our ERP system, resulting in a reduced need for standardized reporting. We are always on the lookout for ways to automate regularly recurring processes and reports.

We're looking for a true full cycle accounting generalist who can immediately add value to payroll, AP, and our monthly closing process while also supporting other team members.

### **Responsibilities**

#### **Payroll:**

- Prepare, process, and post semi-monthly payroll for more than 85 hourly employees using our in-house ERP system
- Maintain payroll data, including setting up new employees and processing employee departures
- Complete and submit required forms such as: ROE, T4, T4A, T5
- Work with HR on employee benefits programs
- Research changes to payroll legislation and assess the impact to Zaber
- Prepare the annual WorkSafe BC report and other government documents as required
- Create, use, and maintain internal documentation related to payroll

#### **Accounting:**

- Accounts payable
- Month end close and reconciliations
- Prepare annual T2 return and assist with SR&ED tax credit claims
- Assist with the preparation of Zaber's annual financial statements
- Understand and maintain inventory valuation – our in-house machine shop and/or

manufacturing team converts raw stock to WIP and finished goods

- Create, use, and maintain internal documentation
- Act as back up for other accounting team members as needed – invoice entry, banking, AR, cash management, etc.

### **Qualifications**

- Canadian payroll designation (PCP) or working towards one
- 2 years experience processing an hourly payroll
- 2 years experience with month-end accounting and payroll tasks
- Strong interpersonal and communication skills
- Excellent proficiency in written and spoken English
- Self-motivated, able to work independently
- Ability to maintain a high level of accuracy, professionalism, and confidentiality
- Comfortable using MS Office programs or equivalents
- High-tech manufacturing and inventory valuation experience an asset
- Relational database, SQL, and Python experience an asset

At Zaber, we strive to create an open, friendly, and high-achieving work environment. This is an opportunity to apply your critical thinking and data organization skills to a growing company, and provide exceptional payroll services to your colleagues.

Find out directly from our employees what it's like to work at Zaber by visiting our Glassdoor profile: <http://tinyurl.com/zaber-at-glassdoor>

### **How to Apply**

If you are viewing this posting on a website other than Zaber's, you may want to visit [www.zaber.com/careers](http://www.zaber.com/careers) to confirm that it's still open.

Email a cover letter and resume to [careers@zaber.com](mailto:careers@zaber.com).

In your cover letter, tell us about a time when you had to implement a change to payroll due to external requirements. What were the challenges, and how did you address them?

We are interested in direct applications only. No recruiters please.